

**USACE FINANCE CENTER  
BIWEEKLY REPORT  
PERIOD ENDING 25 JANUARY 2002**

**I. CEFMS:**

a. We modified CEFMS to help reduce the number of out-of-balance conditions on Supervision and Administration (S&A) transactions. The applicable CEFMS programs now treat the update on S&A transactions as one logical transaction; i.e., if any part of the transaction fails for a valid reason, the entire transaction will reject. Prior to the modification, part of a transaction could be accepted, which caused reconciliation errors.

b. We completed and tested multiple enhancements to the program that creates and adjusts an appropriation refund bill. The changes included will prevent various errors that were previously allowed; e.g., bills for which the appropriation refund would be greater than the previous disbursed amount will not be allowed.

c. The Database Integrity Team identified all data base triggers and procedures that were either missing or disabled on all production databases. We have taken steps to enable all the triggers. This process compliments the ongoing effort to enable/create all constraints on all production databases. During the process, we have written over 500 scripts to correct data to insure all databases are configured the same as the master database.

d. We met with DOD IG auditors and provided them queries and CEFMS access to allow them to verify the recording of accounts payables and cost transactions. Their audit objective was to compare the transaction dates in CEFMS to the actual vendor invoices and receiving reports to determine if the accounts payable were recognized in the proper period.

e. We developed and fielded a major revision to the Revenue portion of the Operating Budget Module. Now, users can identify projected income sources by appropriation, amount, and office; and they also have the option to allocate income by locally established categories and by accounting period.

f. We modified the foreign currency status screen to link the foreign currency rate, flux account, and purchase screens for easier user access. This modification significantly simplifies the query and research process for end users.

g. We met with DFAS Systems representatives and discussed the submission of Corps reports and transactions into DFAS' Operational Data Store (ODS) System. The meeting was very productive. We discussed and developed a definition of the required reports, data formats, and table structures. We plan to test submission of the USACE 218 and 112 budget execution reports prior to 1 February 2002. Additionally, the option for the Corps to provide the requested data via Oracle table-to-table transfer using a file transfer protocol (FTP) was discussed and agreed upon. This process will increase the efficiency of the report submissions.

h. We fielded a new version of the print capability for IRS Forms 1099-MISC. To assist the Directorate of Finance, we added the capability to print to laser printers on 8 ½" X 11" paper as well as printing mail stubs used to notify payee and vendors.

i. Master Sergeant Robin Bell from HQ USACE was in Huntsville and conducted two Consideration of Others training sessions and did a terrific job. Most of CEFC-S employees were able to attend the one of the sessions. We will make appropriate arrangements to obtain the training for those few employees who were not able to attend.

## II. PROBLEM REPORTS/IMBALANCES:

### a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	804	762
Priority #1 Problem Reports	92	99
GUI Related	2	2

### b. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	56	56
One	1	1
Two	2	1
Three	1	2
Four	1	0
Nine	0	1

## III. ACCOUNTING OPERATIONS:

### NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>NUMBER</u>
MILLINGTON	268
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	292

### DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>Current Month</u> <u>1-11 Jan</u>	<u>Year to Date</u> <u>1 Oct-11 Jan</u>
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#### BY CHECK:

Checks Issued	6,869	54,647
Percent of Total	36%	31%
Dollar Amount	\$42,675,624	\$446,497,509

#### BY EFT:

Transfers Made	12,293	120,643
Percent of Total	63%	69%
Dollar Amount	\$221,450,794	\$2,348,146,117

#### **IV. OTHER UFC ISSUES:**

- a. A representative from our Resource Management Division will participate in a working group to develop ways to improve our automation capabilities for managing USACE's GSA rent bills. The meeting will be held at the CEFMS development office in Huntsville. We are responsible for funding, billing, collecting, and accounting for the civil works and military portions of the GSA rent for USACE.
- b. On 18 January, we submitted the FY02 Civil Works Utilization Plan and Civilian Employment Plan projecting our manpower utilization. The plans were based on the most current estimates and showed utilization levels five to ten percent below the final manpower allocation received for FY02.
- c. We have received responses to our customer service survey, which we sent to all supported sites in November 2001. The results overall were favorable with an average response rating of "Good" for all questions asked. We will post the results of the survey on our public website.
- d. We were informed that we would not receive any DA Interns this year---we were originally scheduled to have one work at Millington and one at Huntsville. CEHR indicated that interns would not be provided in FY 02 due to a funding shortfall.
- e. We continue to support USACE's efforts to collect outstanding disaster and non-disaster receivables from FEMA. On 16 January, we participated in a conference call with HQUACE and headquarters FEMA to discuss outstanding receivables. As a result of the call, we were able to resolve problems with about \$13M of the currently outstanding \$16M in disaster receivables from FEMA.
- f. During 16-18 April 2002, we will host a training session for the Total Army Performance Evaluation System (TAPES). A two-day session will be presented for all supervisors, followed by a one-day session for 30 selected non-supervisory employees.

g. On 30 January, eight UFC employees will receive training from the NSA Mid-South safety office. The training will include CPR and first aid, as well as use of an automated electronic defibrillator (AED). We recently purchased the AED to have available onsite in case of emergencies.

h. At the close of the 2001 leave year, our accrued leave liability account was funded at 108% of the actual leave liability. The 108% is within the acceptable range for accrued leave liability, which is monitored by CERM-F.

i. Our UFC/CEFMS liaison in Washington, D.C., Linda Stoutenburgh, has begun a working partnership with the Defense Travel System (DTS) Project Management Office to discuss the travel management business process within USACE and develop strategies for implementation of DTS. Even though some USACE sites are not scheduled for DTS implementation until FY06, this initiative could result in major changes to our current processes and CEFMS.

j. HQUSACE representatives met with UFC personnel on 16-17 January to discuss reporting command manpower data. Due to the issuance of manpower authorizations from HQDA to HQUSACE in only three appropriations (2020-OMA, 2050-MILCON, and 2040-RDT&E), the attendees agreed that upward reporting of Command Manpower Obligation Data (CMOD) would continue to be restricted to these three appropriations. A preliminary analysis of FY02 1st Quarter manpower data was completed and reviewed and will be finalized as soon as all Districts have submitted their 1st Quarter data to the UFC. Agreement was reached to continue the practice of converting labor obligations to non-labor in non-reportable appropriations and making offsetting adjustments in reportable appropriations to produce end strength data. HQUSACE agreed to review the practice of making additional adjustments to labor obligations in reportable appropriations to produce end strength records that supported programmed authorizations. UFC agreed to complete the analysis of CMOD calculation formulas and provide verification to HQUSACE that end strength data was being correctly calculated based on labor obligations reported. Pending such verification HQUSACE has tentatively agreed that end strength data should be reported to DFAS as calculated and not artificially inflated to meet authorizations.

k. We printed 1,614 travel-related IRS Forms W2 for year 2001. Our total count for W2's issued for 2001 was 1,905.

l. The UFC featured speaker for the Black History Month will be Memphis City Councilman Myron Lowery. Also for Black History Month, we will have our own "museum" set up at the Finance Center. We will ask employees to share their artwork or artifacts that they have acquired over the years for display in the museum.

m. The final version (Version 3) of the FY01 CFO statements were submitted 22 January 2002. We made the AAA's recommended adjustments. The adjustments included accumulated depreciation, Plant, Property and Equipment, accruals and Long Term Receivables.

n. We are making major headway toward our unmatched disbursement goals. Deposits for Statements of Differences for November and December have been identified and forwarded to Disbursing and Treasury for clearance. We have cleared over \$2.5 million from the unmatched disbursement listing. Presently, the goal is to clear all unmatched disbursements under \$250 over 180 days old by the end of the month. We have also cleared approximately \$9 million from the Command Expenditure Report (CER). We are aggressively working to clear all CERs and unmatched disbursements.

o. With the new CEFMS Inter-Government Payment and Collection (OPAC/IPAC) processes, the Accounts Receivable and Disbursing requested are activating new Trading Partnership Agreements (TPA) with other agencies. Consequently, we were able to collect approximately 600 old outstanding Accounts Receivable. As we become more familiar with the OPAC/IPAC process, we will be able to more aggressively clear the older bills.

p. We reached a final agreement on the Collective Bargaining Agreement for the Non-professionals Unit. We plan to have the official signing ceremony on 29 January 2002. The signed agreement will be mailed to the Field Advisory Services. The Field Advisory Service has 30 days to review the agreement. If the agreement is not reviewed in 30 days, it becomes a contract; or if the review is completed within the 30-day period and accepted, the agreement also becomes a contract.

